

## Program B: Office of Management and Finance

Program Authorization: R.S. 36:501

### PROGRAM DESCRIPTION

The mission of the Office of Management and Finance is to define, procure, and allocate resources necessary to support the activities of the Department of Transportation and Development. This program is the service center that provides financial information, budget preparation and monitoring, data processing, purchasing, personnel services, equal opportunity services, and equipment management to the department to maintain and enhance the overall operations. The program's long range goal is to provide department-wide coordination, communication, personnel and basic resources to accomplish the department's mission. This program has only one activity, Office of Management and Finance.

### OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2000-2001. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

**The objectives and performance indicators that appear below are associated with program funding in the Base Executive Budget for FY 2000-01. Specific information on program funding is presented in the financial sections that follow performance tables.**

1. (KEY) To ensure that the cost of providing support services remains at or below 15% of other operational costs.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Cost of support services as a percentage of other costs	Not applicable <sup>1</sup>	Not available	15.0%	15.0%	15.0%	15.0%

<sup>1</sup> This indicator was not adopted as a standard in the year indicated.

2. (SUPPORTING) To maintain a 95% accuracy rate in processing personnel actions.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the

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		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
S	Percent of error-free personnel actions	95%	99%	95%	95%	95%	95%
S	Number of personnel actions	14,595	14,687	14,595	14,595	15,000	15,000
S	Number of employees per human resources staff	310	210	200	200	200	200

3. (KEY) To recover at least 50% of the repair costs referred to the legal section of the program for collection from those whose negligence damaged roads and bridges.

Strategic Link: Strategic Goal: To provide department-wide coordination, communication, personnel, and basic resources which are essential to the accomplishment of the

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1998-1999	ACTUAL YEAREND PERFORMANCE FY 1998-1999	ACT 10 PERFORMANCE STANDARD FY 1999-2000	EXISTING PERFORMANCE STANDARD FY 1999-2000	AT CONTINUATION BUDGET LEVEL FY 2000-2001	AT RECOMMENDED BUDGET LEVEL FY 2000-2001
K	Percentage of the repair costs recovered	Not applicable <sup>1</sup>	21%	Not applicable	Not applicable	50%	50%
S	Dollars collected	\$856,362	\$1,573,327	\$860,000	\$860,000	\$860,000	\$860,000

<sup>1</sup> This indicator was not adopted as a standard in the year indicated.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1998-1999	ACT 10 1999- 2000	EXISTING 1999- 2000	CONTINUATION 2000 - 2001	RECOMMENDED 2000 - 2001	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	860,795	700,252	700,252	687,436	708,400	8,148
Fees & Self-gen. Revenues	76,229	151,000	151,000	151,000	151,000	0
Statutory Dedications	31,487,530	33,539,828	33,671,789	35,299,273	35,689,914	2,018,125
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<b>\$32,424,554</b>	<b>\$34,391,080</b>	<b>\$34,523,041</b>	<b>\$36,137,709</b>	<b>\$36,549,314</b>	<b>\$2,026,273</b>
EXPENDITURES & REQUEST:						
Salaries	\$9,719,299	\$10,624,533	\$10,624,533	\$10,236,697	\$10,211,697	(\$412,836)
Other Compensation	5,400	22,000	22,000	22,000	22,000	0
Related Benefits	14,806,209	14,997,881	14,997,881	16,526,874	16,524,374	1,526,493
Total Operating Expenses	6,523,795	7,358,639	7,430,896	7,479,206	7,951,979	521,083
Professional Services	178,659	573,711	627,889	573,711	973,711	345,822
Total Other Charges	856,848	535,588	535,588	521,986	520,705	(14,883)
Total Acq. & Major Repairs	334,344	278,728	284,254	777,235	344,848	60,594
TOTAL EXPENDITURES AND REQUEST	<b>\$32,424,554</b>	<b>\$34,391,080</b>	<b>\$34,523,041</b>	<b>\$36,137,709</b>	<b>\$36,549,314</b>	<b>\$2,026,273</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	265	271	271	271	273	2
Unclassified	1	1	1	1	1	0
TOTAL	<b>266</b>	<b>272</b>	<b>272</b>	<b>272</b>	<b>274</b>	<b>2</b>

## SOURCE OF FUNDING

This program is funded with Interagency Transfers, Fees and Self-generated Revenues, and Statutory Dedications. The Interagency Transfers are for space occupied by Civil Service and the Department of Health and Hospitals in the DOTD Annex as well as payments for computer services of the Advantis Information System (Department of Education, Division of Administration, Department of Public Safety, Department of Labor, Department of Social Services and Louisiana State University). The Fees and Self-generated Revenues are from computer services provided to non-state users and fees for bid lists mailed to contractors. In addition, an administrative fee is assessed to Sabine River Authority for support services rendered. Statutory Dedications are Transportation Trust Fund-Regular and Transportation Trust Fund-Federal. (Per R.S. 39:32B. (8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	ACTUAL	ACT 10	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	1998-1999	1999- 2000	1999- 2000	2000 - 2001	2000 - 2001	OVER/(UNDER)
						EXISTING
Transportation Trust Fund - Regular	\$30,566,277	\$32,618,575	\$32,750,536	\$34,378,020	\$34,768,661	\$2,018,125
Transportation Trust Fund - Federal Receipts	\$921,253	\$921,253	\$921,253	\$921,253	\$921,253	\$0

## ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$0</b>	<b>\$34,391,080</b>	<b>272</b>	<b>ACT 10 FISCAL YEAR 1999-2000</b>
			<b>BA-7 TRANSACTIONS:</b>
\$0	\$131,961	0	Carry forward for various supplies, completion of multi-year contracts, computers and maintenance agreements.
<b>\$0</b>	<b>\$34,523,041</b>	<b>272</b>	<b>EXISTING OPERATING BUDGET – December 3, 1999</b>
\$0	\$127,906	0	Classified State Employees Merit Increases for FY 2000-2001
\$0	(\$19,577)	0	Risk Management Adjustment
\$0	\$733,235	0	Acquisitions & Major Repairs
\$0	(\$278,728)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$131,961)	0	Non-Recurring Carry Forwards
\$0	\$1,398	0	Legislative Auditor Fees
\$0	(\$7,249)	0	Civil Service Fees
\$0	(\$498,109)	0	Adjustments for 27th Payroll
\$0	\$1,511,360	0	Other Adjustments - Increase in Retirees and surviving spouse insurance payments
\$0	\$15,000	0	Other Adjustments - Increases IAT for Microfilm Services
\$0	\$22,000	0	Other Adjustments - ISIS/SAP Human Resources System for 12 computer replacements and memory upgrades for two units
\$0	\$8,148	0	Other Adjustments - Reimbursement of fees charged to DHH for building expenses
\$0	(\$88,147)	0	Other Adjustments - Six (6) months funding for Salaries from Management & Finance to Secretary
\$0	\$10,181	0	Other Adjustments - IBM Software Support
\$0	\$23,771	(3)	Other Adjustments - Revisions to the DOTD Operating Budget
\$0	\$10,000	0	Other Adjustments - For travel for the Undersecretary to all American Association of State Highway Transportation Officials (AASHTO) Conferences
\$0	\$5,000	0	Other Adjustments - For travel for additional delegates to the Southeastern Association of State Highway Transportation Officials (SASHTO) Conferences
\$0	\$9,545	0	Other Adjustment - To purchase radios, file cabinets and an IBM ThinkPad and software
\$0	\$172,500	5	New and Expanded - For technology support for the Information Technology section of DOTD.

\$0	\$400,000	0	New and Expanded - Enterprise Information Architecture contract for automation plan to establish directives for computer systems
<b>\$0</b>	<b>\$36,549,314</b>	<b>274</b>	<b>TOTAL RECOMMENDED</b>
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS</b>
<b>\$0</b>	<b>\$36,549,314</b>	<b>274</b>	<b>BASE EXECUTIVE BUDGET FISCAL YEAR 2000-2001</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON SALES TAX RENEWAL</b>
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
<b>\$0</b>	<b>\$0</b>	<b>0</b>	<b>TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE</b>
<b>\$0</b>	<b>\$36,549,314</b>	<b>274</b>	<b>GRAND TOTAL RECOMMENDED</b>

The total means of financing for this program is recommended at 105.9% of the existing operating budget. It represents 99.4% of the total request \$36,749,314 for this program. The 5.9% increase is due to an increase in Retirees Benefits, funding provided for the Information Technology section support group and the Enterprise Information Architecture contract.

## PROFESSIONAL SERVICES

\$498,711	To provide professional legal services involving general law, expropriation, environmental law, collection on hazardous waste cleanup sites, construction, contract and property matters
\$75,000	To provide professional legal services for the Legal Section, as well as Human Resources and Compliance Programs Sections, and the Secretary's Office of DOTD
\$400,000	To update our Enterprise Information Architecture Plan which is DOTD's basis for the automation direction of the Department every five years.
<b>\$973,711</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$337,324 Legislative auditor expenses for performing audit at DOTD  
\$40,000 Recording fees paid to the Clerk of Courts by DOTD for its Capital Outlay Program  
\$9,295 Court cost in litigation handled by DOTD and Chief Engineer's Orders to set speed limits, parking regulations and bridge weight limits, as well as court costs for depositions in legal matters

### **\$386,619 SUB-TOTAL OTHER CHARGES**

#### **Interagency Transfers:**

\$38,039 Department of Civil Service - personnel services  
\$3,319 Division of Administration - Comprehensive Public Training Program (CPTP)  
\$34,376 Treasurer for central depository charges  
\$15,000 Secretary of State for microfilm services and duplicate rolls of microfilm  
\$33,171 Division of Administration for information services and/or equipment  
\$10,181 IBM Mainframe & Software Support

### **\$134,086 SUB-TOTAL INTERAGENCY TRANSFERS**

### **\$520,705 TOTAL OTHER CHARGES**

## ACQUISITIONS AND MAJOR REPAIRS

\$344,848 Replacement of computers and printers, hard drives, monitors, supplies, chairs, file cabinets, calculators, microfilm reader printer, folding machine, intercom system, security camera recorder

### **\$344,848 TOTAL ACQUISITIONS AND MAJOR REPAIRS**